

**Equality Impact Assessment  
Level One  
Initial Screening**

**Service Area : Legal & Democratic Services**

**Title of policy, procedure, strategy, function or working practice: The  
Mayoralty Service**

**1. What are the aims, objectives and intended outcomes of the proposed policy, procedure, strategy, function or working practice to be assessed?**

The Mayor is a councillor and is selected annually by the Council at its AGM.

The Mayor is the first citizen of Hyndburn and s/he represents the Council at civic events and at charity and other community functions in the Borough to which s/he is invited.

The Mayor is also a fundraiser for the Council's mayor's charity and nominates a number of charities to benefit from funds raised during his / her mayoral year.

If the Mayor chooses to do so, s/he also chairs meetings of the full Council held during his / her mayoral year.

The work of the Mayor is supported by the Civic Services Officer and the Civic Attendant.

**2. Who is intended to benefit from the policy, procedure, strategy, function or working practice and in what way? Think about who will benefit and how. This will prompt thoughts on who will not benefit and whether this can be justified.**

The Mayor is selected on the basis of political affiliation and / or length of service. There is no evidence that the Mayoral selection process adversely effects the equality target groups – there appears to have been a proportionate number of female and BME mayors and a wide age range, from comparatively young (30's and 40's) to the more elderly. Disability does not appear to be a bar to mayoral office and the Council has had mayors with some level of disability. The Council does not monitor its councillors by sexual orientation and there is no evidence in this area.

We have reviewed the functions attended by the Mayor. The Mayor attends a wide range of functions relating to the equality target groups – particularly the young, the elderly, the disabled, BME groups and various faith groups. We have no record of the Mayor being invited to a gay / lesbian event. There is nothing to suggest that the selection of functions for attendance by the Mayor is influenced by any improper factors. However, we will take steps to include an equality statement on the mayoral pages on the Council's website and we will raise equalities issues specifically with each incoming Mayor.

<b>3. Is there any evidence of impact on people on the grounds of Race, Religion, Gender, Disability, Sexual orientation and age as a result of this policy, procedure, strategy, function or working practice. If there is positive or negative impact then please indicate the levels.</b>					
<b>a. Race</b>					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	x
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
<b>b. Religion</b>					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	x
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
<b>c. Gender</b>					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	x
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
<b>d. Disability</b>					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	x
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
<b>e. Sexual Orientation</b>					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	x
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
<b>f. Age</b>					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	x
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
<b>4. Has any positive/negative impacts been identified which cannot be justified?</b>					
NO	No need to proceed to stage 2 or 3 (go to question 7)				
<b>5. Should the policy procedure proceed to stage 2 Partial impact</b>					

<b>assessment or stage 3 Full Impact Assessment?</b>	
STAGE 2 <input type="checkbox"/>	STAGE 3 <input type="checkbox"/>
<b>6. What dates will the stage 2 or stage 3 impacts Assessment be completed by?</b>	
<b>7. Has this Initial Screening been sent to the HR department to be uploaded on the internet?</b>	
YES                      x	NO <input type="checkbox"/>
<b>8. (HR Policies Only) Is the Policy consistent with employment Codes of Practice on Race, Gender and Disability? If not what else needs to be included</b>	

Name  
Signed

Service  
Dated

**Service Manager Signature**

Approved by Departmental Equalities Representative.  
**Signed**                                              **Date**